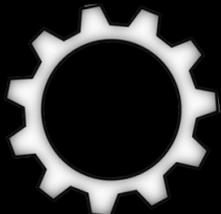


# Family Welcome Pack

## Kemnal Technology College



**GROWING HEARTS,  
INSPIRING MINDS**

# Welcome!



*E Wride*

Ms Emma Wride

**HEAD OF SCHOOL**

*SSM*

Mr Stuart Smith

**EXECUTIVE HEAD**



Dear Parents and Carers,

Firstly, allow us to say welcome!

We are thrilled that we can offer you the opportunity to be part of Kemnal Technology College's community and can't wait to share with you the exciting possibilities that we offer our students.

Much experience means that we know that starting secondary school can be both a thrilling and daunting time for the whole family. To support the process, we have put together this booklet to give you as much information as we can to help answer any initial questions you may have. We hope you find this useful and encourage you to keep this booklet somewhere safe for future reference.

We very much look forward to working with you over the coming years.

Yours Faithfully,

Ms Emma Wride and Mr Stuart Smith



# Contents

This pack aims to provide vital information for our new families about what to expect in the year to come to support you in being prepared for your child's journey with us. Here, you'll also find outlined the expectations for the relationship between home and school to create the best possible learning environment for all our students.

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**GROWING HEARTS,  
INSPIRING MINDS**

# Transition to Secondary

Here at Kemnal, we take a detailed approach to transition from primary to secondary. This is because we believe that knowing our students is key to a successful secondary school journey. Because of this, we employ a dedicated **Transition Director, Adell Gold**, who organises all things transitional and is available as a direct contact for you during the transition process.

If you have any questions or are in need of any support, please contact her by emailing in to [adell.gold@kemnal-tkat.org](mailto:adell.gold@kemnal-tkat.org).

Take a look on the next few pages to see some of the things we do to for transition...

## Getting to Know our Students:

The paper forms in your 'Compete and Return' pack are important but to ensure your child has the best possible start with us, we collect lots more information than this!

The image shows three overlapping screenshots of online forms. The leftmost is a 'LOGGING FORM' with a 'LOGIN' button. The middle one is a 'REGISTER FORM' with fields for name, email, and password, and a 'REGISTER' button. The rightmost is a 'SURVEY' form with several text input fields.

\*CLAWBA Forms: Because you are the people who know our new students best, our information collection process starts with you via a CLAWBA Form. This is an online form that collects more than just the basic information about your child. CLAWBA stands for Children's Learning And Well Being Audit. Specialised forms are also sent out by us to your child's teachers, SENCOs and Family Workers to get the information we need to best prepare for their arrival. This enables us to get a broad picture of each child's strengths and needs to best support them in everything from maths to socialising.

\*Primary Liaison: As well as information we receive from the CLAWBA forms, our Transition Director, Adell Gold will contact your child's primary school to discuss your child's strengths and needs in further detail so we can get to know your child even better before they start with us. All of this information is shared with our experienced Year 7 Team so they can begin to prepare for our new students before they arrive.

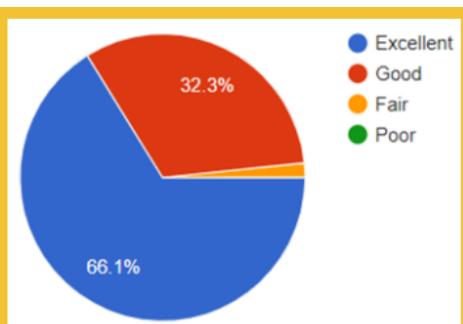


\*Visits: Our Transition Director, Head of Year 7 and Year 7 Pastoral Leader may also visit your child at their primary school to develop relationships with the children before they start.

\*Regular Pupil and Family Voice: We put out surveys to our pupils and parents throughout the process so that we can strive to improve our practise and tailor the experience to each cohort. Please encourage your children to fill in any surveys openly and honestly so we can use the feedback to best support our pupils.



## Welcoming Our Students In:

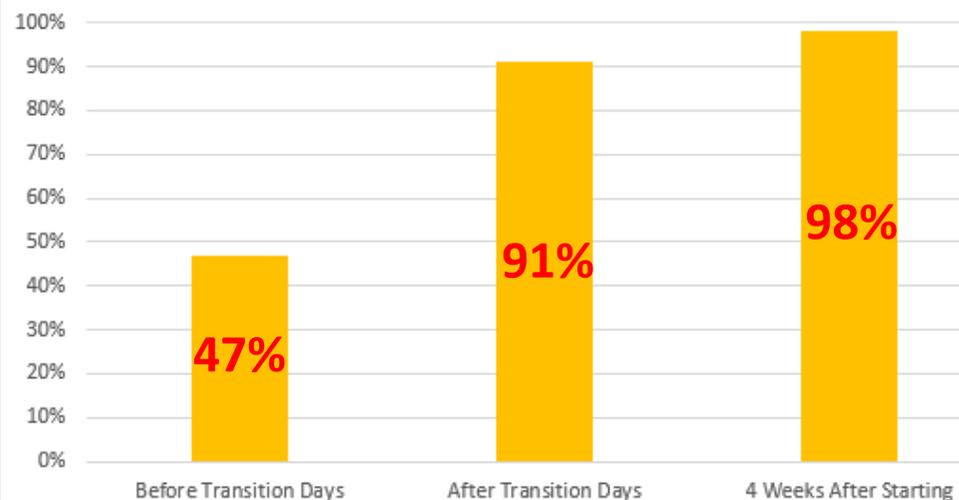


1. **Open Events** - We know that many of you accessed both our Open Days and Morning Tours and were delighted by the fantastic feedback we received with **98%** of our visitors rating us **'good' or 'excellent'**. If you were not able to attend these events and would like to visit the school, please contact Adell Gold by emailing - [adell.gold@kemnal-tkat.org](mailto:adell.gold@kemnal-tkat.org)

2. **Transition Days** - We offer **two** transition days for our accepted pupils. These days give each student a chance to experience the school in action and meet their teachers before they start officially in September. Primary schools are aware of these dates and this will not impact their attendance mark! More information about these days will be sent to you via email in the weeks to come.

Transition days are some of the best ways to calm the nerves of our young people! Once they have experienced what a day at KTC is like, our data shows us that their wellbeing is significantly affected in a positive way.

### Pupils Who Said They Were HAPPY or EXCITED to Start Secondary School



(Don't worry, the 2% who were still worried had extra help from our team so that they could settle in too!)

3. **Family Welcome Sessions** - We know that after their transition days, our new starters are often keen to show their adults around and introduce them to the staff and new friends they've made. The whole family, including younger children, are welcome to come and get to know us better.



4. **Transition Booklet** - We provide a specialised transition booklet for our children to refer back to over the summer holidays so that they can review what they know about KTC and get excited about the year to come.



5. **Summer School** - Dates for all our new students are offered so watch out for more information on these! All children will be offered the chance to attend this free opportunity to come into KTC and experience more fun-filled learning activities with their new peers.



6. **Induction Day** - The first day back in September is for our Yr 7s to have even further opportunity to settle into school life with us. This day will be the first day the children use a KTC timetable and will be supported in using this!



# Communications

Here at Kemnal Technology College, we know how important good communication is between home and school. We endeavour to make this as easy as possible as we know that families want regular updates on both what is happening in the school community and your child's progress, behaviour and wellbeing. There are many ways to keep up to date....

## What's going on in our community?

Kemnal create regular posts on our social media platforms, website and through newsletters. These are designed to keep you in the loop about all of our exciting learning, events and developments.

## **Here are things you can do to ensure you are informed—**

- Bookmark our website, [www.ktc-tkat.org](http://www.ktc-tkat.org)
- Follow us on Facebook.
- Follow us on Twitter.
- Sign up to MyEd, a free app that allows you to receive information including our newsletters. For more information visit [www.myedschoolapp.com](http://www.myedschoolapp.com)



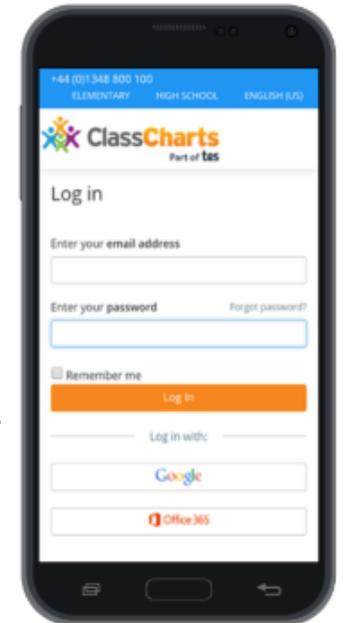
## How is my child doing?

As well as the usual school progress reports, parents evenings and calls and emails from teachers you would expect, Kemnal also uses Class Charts to share information about your children with you.

Class Charts is a totally free app available on both android and IOS. This allows you to track the behaviour points posted by your child's teachers, receive announcements from the school, see your child's timetable and any homework and detentions issued.

There is also student version of the app which allows our students to track all of the above and even 'spend' their reward points in our reward shop on anything from pens to gift cards!

Upon starting at KTC, you will receive a school code and further instructions on how to access both apps!



# Staff to Know

Here are some of the first people you will get to know when you join us at KTC. You might recognise some from your visit to us on open day.



## Head of School

Ms Wride

It is with deep pride that we welcome you to Kemnal Technology College. As the school's leaders it is our job to ensure the school and its students are constantly striving forward to be the very best they can be. We believe in high standards, dedication and respect but most of all we believe in you. You have been chosen to be part of our very special community and we are sure that you will rise to the challenges of secondary school with the support of our fantastic teachers. We look forward to welcoming you into our community.

## Executive Head

Mr Smith



## Director of Yr 7

Ms Gold

Firstly, I want to say that we are delighted to have you join us here at KTC! Before I joined the KTC family, I worked in primary schools for over 10 years (most of this as a Year 6 teacher) so I know how exciting and nerve-wracking starting secondary school can be. That's why I was so excited to be asked to take on this role at KTC. My job is all about transition, wellbeing and learning. I start collecting information about you from your primary school teachers, SENCOs and parents before you even start at KTC to help make your move to secondary school a positive experience. Once you're with us, I help organise and 'direct' Year 7 to ensure you are supported and achieving as you move through your first year with us.



Ms Brenson

## Head of SEND

As Head of the Special Education Needs and Disability team, it's my job to make sure that we work together to ensure you have everything you need to succeed. I'll be here to help your teachers understand what you need to learn and guide you with what you can do to reach your full potential. We have a great SEND team here who are friendly, knowledgeable and passionate about supporting our students to achieve.

Ms Turner

## Pastoral Lead for Yr 7

I'm the Pastoral Lead for the Year 7. This means that I look after the wellbeing of students and help guide you to be the best you can be. I'm always around to help you if you need me and can't wait to meet all of you in person.



### What does a Pastoral Lead do?

- \*Works closely with your Head of Year and Director to monitor your wellbeing,
- \*Listens to your concerns. If you are worried about anything at all; I'm here to offer support and help find solutions with advice and guidance,
- \*I keep your parents informed about how you're doing,
- \* I organise groups for you to help with any social or emotional support you might need
- \* I celebrate your successes with praise and rewards!

## Head of Yr 7

Ms Herbert

I am very excited to be your Head of Year next year!

My main job as your Head of Year is to make sure you are being the very best possible version of yourself every single day! I will do this by monitoring your attendance and punctuality to lessons, checking up on your behaviour and being there for any day to day problems or questions that you might have (I know you will have lots of questions especially at the start of the year) and I will be here to answer them all.

I will also work closely with you, your parents and your teachers to make sure you are succeeding in every aspect of school life at Kemnal and to be there to celebrate all of your successes with you!

I can't wait to meet you all!



# Term Dates

To support student's attendance, we try to give you as much notice about term dates as possible. Please add these dates for your diary including half terms and INSET days.



TERM	SEPTEMBER 2023 TO JULY 2024	INSET DAYS
<b>Autumn Term 1</b>	<b>Monday 4th September—Wednesday 18th October 2023</b>	Thursday 31st August Friday 1st September Friday 29th September Thursday 19th October
Half-Term	Friday 20th October - Tuesday 31st October 2023	
<b>Autumn Term 2</b>	<b>Wednesday 1st November—Wednesday 20th December 2023</b>	
Christmas Break	Thursday 21st December 2023 - Tuesday 2nd January 2024	
<b>Spring Term 3</b>	<b>Wednesday 3rd January - Thursday 8th February 2024</b>	Friday 9th February
Half-Term	Monday 12th February—Friday 16th February 2024	
<b>Spring Term 4</b>	<b>Monday 19th February - Thursday 28th March 2024</b>	
Easter Break	Friday 29th March - Friday 12th April 2024	
<b>Summer Term 5</b>	<b>Monday 15th April - Friday 24th May 2024</b>	
Half-Term	Monday 27th May - Friday 31st May 2024	
<b>Summer Term 6</b>	<b>Monday 3rd June - Tuesday 23rd July 2024</b>	1 INSET to be confirmed

# Times of Day

Students are expected to be in their form rooms, ready for the register at 8.40am. We therefore recommend that students arrive at school at 8.30am to allow them time to make their way to their classrooms, settle in and be ready for learning. We recommend that students wear a watch to school so they can be prompt to each session.



DAILY TIMETABLE			
MON, WED, THURS & FRI		TUESDAY	
Form	08:40 - 09:10	Form	08:40 - 08:50
Period 1	09:10 - 10:10	Period 1	08:50 - 09:50
Period 2	10:10 - 11:10	Period 2	09:50 - 10:50
Break	<b>11:10 - 11:30</b>	Break	<b>10:50 - 11:10</b>
Period 3	11:30 - 12:30	Period 3	11:10 - 12:10
Period 4	12:30 - 13:30	Period 4	12:10 - 13:10
Lunch	<b>13:30 - 14:15</b>	Lunch	<b>13:10 - 13:55</b>
Period 5	14:15 - 15:15	Period 5	13:55 - 14:55



## How will I know when P.E. days are?

On their first day, students will be given a timetable and a planner. This will tell them which lessons they have in which period. Their form tutor will go through this with them to ensure they understand the format and the planner will be brought home each day so that families can share and prepare for the following day's lessons.

# Uniform

Kemnal Technology College places great emphasis on students wearing correct College uniform as we believe it provides our students with an identity and sense of community. It also helps promote a purposeful approach to learning; assists in promoting good standards; and gives an ethos of self-discipline.

## Our uniform includes...

- **Black Blazer with College Badge\*** (*Blazers and badges also available separately*)
- **Black Tailored Trousers** (no tight fitting trousers)
- **Black Panelled Skirt with Pleats** (no shorter than 10 cm above the knee)
- **White Shirt** to be worn with tie or **White Open Collared Blouse**
- **College Tie** (only to be worn with white shirt)
- **Black V-Neck Jumper**
- **Plain Black or White Ankle Socks or Tights** (not to be worn together)
- **Plain Black Flat Shoes** – no trainers or shoes resembling trainers
- **Waterproof Coat**
- **Suitable College Bag**



\*These items are available from

## Winston Sports & Casualwear

2/4 Bridge Road, St Mary Cray,

Orpington, Kent BR5 2BH

01689 837975

[sales@winstonsports.co.uk](mailto:sales@winstonsports.co.uk)

[www.winstonsports.co.uk/schoolwear](http://www.winstonsports.co.uk/schoolwear)

## Further Information:

### Jewellery

- Watches are encouraged to support our students' punctuality.
- Students may wear 2 small stud earrings only (one stud per ear). Facial piercings are not permitted.

### Hair

- Only naturally coloured hair should be worn.
- Plain/discrete clips, hair bands and headbands may be worn.
- We encourage long hair to be tied back off the face for safety

### Aesthetics

- Make-up should not be worn including false eyelashes and/or other fashion accessories such as coloured contact lenses.
- Coloured nail varnish and acrylic nails are not allowed



Students who arrive at College wearing incorrect uniform may be sent home to correct their uniform. The College will make contact with parents/carers if this is the case. Any student sent home to change will be expected to immediately return to College, otherwise the College will consider the absence to be unauthorised.

We do not wish to inconvenience parents/carers or students or waste valuable learning time correcting uniform by sending students home. Therefore, the College reserves the right to provide students with appropriate uniform for the day, where available, which must be worn. Alternatively, students may be removed from circulation until the correct uniform can be made available.

Kemnal Technology College expects all students to attend in the correct uniform and that parents/carers will actively support the Uniform Policy. If you would like to view our full policy, please visit the College [website](#).

# P.E Kits and Equipment

In order to be prepared for learning, students are required to bring their equipment to every lesson and be responsible for keeping it safe. Below is a list of items they will need.

Students should bring their P.E. kit with them on days they have P.E. timetabled. We recommend labelling everything in your child's kit to avoid your child losing items.

## Our P.E. Kit includes...

- College Polo Shirt\* or Plain Black Polo Shirt
- College Outside Games Shirt\* or Plain Black Outdoor Games Shirt
- College Football Socks\* or Plain Black Football Socks
- Black Shorts
- Black Jogging Bottoms
- Black Trainers - non-marking soles
- Shin Pads (optional)
- Rugby/Football Boots (optional)



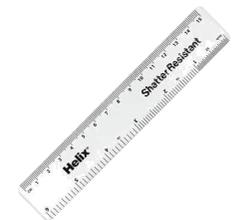
\*These items are available from

**Winston Sports & Casualwear**



## Items to bring to every lesson...

- Pencil case which includes...
- Black pens
- Blue pens
- Red pens
- Pencils
- Coloured pencils
- Sharpener
- Ruler
- Calculator
- Reading Book



# School Meals

## Are you Entitled to Free School Meals?

Kemnal Technology College wants to support any families who are entitled to apply for Free School Meals. We use an online checking service to enable families to confirm and notify the school if their child is eligible. **All families must reapply for FSMs at the start of secondary school.** To do this, follow the steps below.



1. Visit [www.fsm.lgfl.net](http://www.fsm.lgfl.net)
2. Scroll down and click 'check eligibility'
3. Create an account or log in
4. Select local authority and school
5. Accept the privacy notice
6. Complete information requested
7. If you are eligible, download the certificate
8. Email the certificate to [admin@kemnal-tkat.org](mailto:admin@kemnal-tkat.org)



## KTC's Cashless System

**Paying for school meals:** Kemnal Technology College operates a Biometric cashless catering system. The system scans the student's fingerprint which is linked to an online account to take payment for the items they buy in school.

Any amount of money can be paid into a student's account. This can be done by online payments via Wisepay (individual log in details for Wisepay will be provided to you later in the Summer Term) or via cash payments at the loaders in the College. FSM allowance is managed on a system called 'Impact' with allows students to spend £2.57 per day. Any monies not spent are cleared each day. Any amount over £2.57 is deducted from the students Wisepay account.



All students require a Wisepay account as College trips and other items are to be made online through Wisepay also.

# Home School Agreement

Kemnal Technology College and The Kemnal Academy Trust (TKAT) recognises that the successful development of its students depends on an effective partnership of school, students and parents. All three parties share responsibility for the development and achievement of each student. Together, we commit ourselves to the following:



Kemnal Technology College will:	As Parent/Carer, I/we will:	As a student, I will:
<ul style="list-style-type: none"> <li>• <b>Ambassadors:</b> Act as an ambassador for the School in the community.</li> <li>• <b>Attendance and Readiness to Learn:</b> Provide a learning environment that is stimulating, safe and caring to promote outstanding attendance.</li> <li>• <b>Communication:</b> Keep parents informed about school matters, be welcoming to enquiries and responsive to concerns.</li> <li>• <b>Learning &amp; Progress:</b> Ensure that every student is challenged through a broad and balanced curriculum relevant to the world of work, set meaningful homework to develop a student's skills and knowledge, report effectively on each student's progress.</li> <li>• <b>Standards:</b> Expect high standards, promote mutual respect and support the development of a sense of responsibility, consistently implement rewards and sanctions outlined in the College's Behaviour Policy to embed high standards and provide terms of agreement in the Kemnal Technology College Information Pack so that rules are clear, treat families and students as I would wish to be treated.</li> <li>• <b>Support:</b> Ensure that every student has the opportunities, support and guidance from staff to achieve their full potential, signpost families to outside agency support where required, make clear to parents and carers the support required to provide successful outcomes for students.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Ambassadors:</b> Act as an ambassador for the School in the community.</li> <li>• <b>Attendance and Readiness to Learn:</b> Make sure my/our child attends College regularly, arrives on time and in correct uniform, properly equipped for school.</li> <li>• <b>Communication:</b> Prioritise being available and open to discussions with the school about my/our child's progress and behaviour via phone calls, emails, meetings and consultation evenings where appropriate, keep the school informed about issues at home that may impact on learning, be welcoming to enquiries and responsive to concerns, treat staff and students as I would wish to be treated.</li> <li>• <b>Learning &amp; Progress:</b> Encourage my/our child to work hard, support the school homework policy, encourage my/our child to participate in opportunities.</li> <li>• <b>Standards:</b> Adhere to the school's high standards, and rules to support a culture of mutual respect and responsibility, support in the implementation of the College's Behaviour Policy.</li> <li>• <b>Support:</b> Support and guide students to achieve their full potential, agree to and make clear to my/our child the terms of the agreements included in the Kemnal Technology College Starters Information Pack including the computing, mobile, photography, attendance and uniform agreements.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Ambassadors:</b> Act as an ambassador for the School in the community.</li> <li>• <b>Attendance and Readiness to Learn:</b> Attend College regularly, arrive on time in correct uniform and properly equipped for lessons.</li> <li>• <b>Communication:</b> Report issues that impact on my wellbeing and learning to my teachers and family so they can support me.</li> <li>• <b>Learning &amp; Progress:</b> Work hard in class and at home to reach my full potential, complete all homework by the deadlines set, take an active part in College life and extra curricular activities offered by the College, keep track of my progress and work with others to ensure I achieve my full potential.</li> <li>• <b>Standards:</b> Adhere to the College's high standards and rules to support a culture of mutual respect and responsibility, treat staff and family as I would wish to be treated.</li> <li>• <b>Support:</b> Support my peers and teachers in creating a positive, respectful learning environment.</li> </ul>

**GROWING HEARTS,**

**INSPIRING MINDS**



# Attendance

Regular attendance is vital for your child's education and future prospects. Like all employers and colleges, we place a high value on excellent attendance and punctuality. Kemnal expects students to be in school, with a minimum of 96.5% attendance throughout the school year. We will alert you to any concerns regarding your child's attendance or punctuality and will work closely with you to help you overcome any obstacles to their success in these areas.

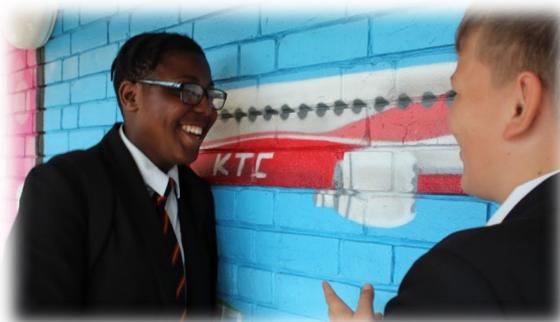
## **Absence Procedure:**

We understand that sometimes absence is unavoidable. To ensure the school can support the safety and wellbeing of our students the following procedure should be followed by parents/carers. **On each day of absence**, please contact the College by **telephone** or via the **MyEd app** before **8am**.

## **Authorised absences:**

These are absences that are granted by Kemnal for mornings or afternoons away from College for a valid reason such as illness or other unavoidable cause. Please note, only the College is legally empowered to authorise an absence. Parents are not able to authorise absences.

The number for the student absence line is: **020 8300 7112 Option 1**  
Please make a note of the above in your telephone contact lists.



## **Holidays During Term Time:**

As indicated above, term-time holidays are not permitted and the College will consider the application of a fixed penalty fine per child, for each parent / carer, if children are absent in order to attend a holiday.

Research shows that term time holidays are very disruptive to learning and provided study tasks are not as effective as being in school. Therefore, the College is unable to provide holiday study tasks.

The only exceptions to this rule are where the College judges that compassion should be applied because of extraordinary circumstances.

We are committed to working with you to ensure a high level of attendance and would ask you to contact the attendance officer or the relevant Head of Year or Form Tutor at an early stage if your child is reluctant to attend College. This is so that we can work together in helping your child succeed at Kemnal Technology College.

For further detailed information, please refer to our [Attendance Policy](#) on our website [www.ktc-tkat.org](http://www.ktc-tkat.org)

## **Unauthorised absences:**

The following reasons for absence cannot be authorised

### **Being absent for:**

- \* a birthday, or to mark other celebrations;
- \* a holiday during term time;
- \* a shopping trip for any reason;
- \* any reason for which the College has not received a valid explanation from the parent / carer.

**Please be reminded that allowing a child to be absent without good reason is against the law and parents can be prosecuted and fined in such circumstances.**

# Mobile Phones & Electronic Devices

To ensure Kemnal Technology College is a safe place where students can learn in a peaceful and calm environment, we do not permit student use of any personal mobile device on College grounds. These include mobile phones, tablets, ipods and or any earphones/headphones.

## Requirements

- \* If students choose to bring a mobile device into College, it must be switched off and remain switched off whilst on the College site ,
- \* It must be out of sight and stored in a bag at all times (it is not acceptable for a student to keep their phone in their blazer).
- \* If a student is seen with a mobile device, it will be confiscated
- \* Confiscated mobile devices will be returned to the student at the end of the day. Persistent offenders will have their phone returned only to the parent/carer
- \* If contact between a parent/carer and a student is necessary, this must be conducted through the main College office during the school day

The above also applies when students are representing Kemnal Technology College off site for external visits/trips/sports fixtures etc.



We appreciate that mobiles and other electronic devices can be a protective factor if used to contact parents and carers whilst travelling to and from school and so understand that these may be brought onto school property. However, Kemnal Technology College cannot take responsibility for personal mobile devices and/or electronic devices that are lost, stolen or damaged. The College has no insurance for these items and it is the responsibility of parents/carers and students to ensure that mobile phones and/or electronic devices are insured. Staff will not investigate the loss or theft of any personal mobile device.

## Sanctions

Students will break the College Mobile Phone Policy if they are:-

- \*using their phone/phone accessories on the College site
- \* using phones to record videos and/or to take images on the College site
- \* sending unsolicited messages/photos which causes offence
- \* failing to hand over a confiscated device

The above list is not exhaustive and by breaking one of the above or similar, will result in the College's Behaviour Policy being enforced. Non-compliance regarding the first offence will result in a more serious sanction.



# Computing Agreement

At Kemnal Technology College, we know that expertise in the use of Information and Communication Technology will play an increasingly important role in the futures of our students and also that computers offer access to a wide range of information to support study in all areas of the curriculum. Computers are provided and maintained for the benefit of all students and therefore, the school insists that students adhere to the rules set out below for the acceptable use of the equipment.

## COMPUTER RULES

Students:

- must not install or download programmes of any type on a machine, or store programmes on the computer or network drives without permission from the Network Manager;
- must not damage, disable, or otherwise harm the operation of, the computer or the network, or intentionally waste resources, including paper, ink, and toner cartridges;
- will not use the network for commercial purposes, e.g. buying or selling goods;
- must not disclose their password to others, or use the password intended for the use of another student;
- making use of the network must do so in a way that does not harass, harm, offend or insult others;
- Students are expected to respect and not attempt to bypass security in place on the computers or network;
- Accessing, copying, removing, distributing or otherwise altering other people's work or attempting to alter the settings of the computer are not acceptable and will result in sanctions being taken against the offender.

Failure to comply with the above policy will result in temporary or permanent banning of the use of the Internet or network at school and further sanctions may be imposed on students if persistent offences occur. If students are caught damaging equipment, the school reserves the right to seek remuneration.

**By signing the home school agreement, you agree to support the College regarding the above.**

## INTERNET RULES

Students:

- may only access the Internet for study purposes or for authorised or supervised activities;
- must not use the Internet to obtain, download, send or print, display or otherwise transmit material which is unlawful, obscene or abusive;
- are expected to respect the work and ownership rights of other students, staff and persons outside of the school. This includes abiding by copyright laws;
- must not engage in chat activities over the internet. Students must not give personal information such as addresses or telephone numbers to those they contact through electronic mail.



# Photography Agreement

Kemnal Technology College works in close partnership with the families of our students and fully understands the desire of families to preserve the memories of their child's education. We choose to take a common sense compromise approach that allows this to happen whilst securing the welfare of our most vulnerable students.

## Photography at College Events by Non Staff Members

The college understands that parents and families may wish to preserve memories of their children's education by taking photographs and videos at school events. This is a delicate issue where the college must balance the interests of legitimate persons wishing to take important and harmless images of students and our responsibility to safeguard students. The college recognises that images placed into the public domain can present a risk to students, for example those in care. The college also recognises that once the images reach the public domain, they can never be fully recovered.

## Policy

Parents and families will be permitted to take images of students at college on the condition that these images are not ever placed into the public domain, specifically, onto *any publicly accessible online forum. This includes, but is not limited to any social media site such as Twitter, Facebook or Instagram, any online photo gallery such as imgur or Flickr, photo sharing apps such as Snapchat and blogs such as Wordpress or Blogger. The college accepts that most photography taken on a smartphone will be backed up to the cloud and this is acceptable so long as parents take reasonable steps to secure these accounts. Any images taken must be for private and personal use only and shared among others in private and secure ways such as email or instant messaging with known recipients.*

This approach requires a bond of trust between the college and the families of our students. To break it shows a disregard both for the safety of the students in our college and for the integrity and honesty of the rest of the college community. If such a breach is suspected to have occurred, it will be considered to be a serious breach of trust between the offending parties and the wider college community. To behave in a way that places students at risk is seen by the college as 'unreasonable behaviour'.

The college expects the whole college community to have regard for the safety of our students and to realise that due to issues of confidentiality, parents are unlikely to be in full possession of the facts. The college asks that any person who becomes aware of a breach of this policy to report it to a senior leader as soon as possible, irrespective of whether that person believes that a vulnerable student is visible in the image. In such circumstances and regardless of where the report has come from, the college will take the steps detailed on the following page:



1. Access the internet and try to establish if there is/are images of our students online
2. Call the person suspected of placing them online and organise a meeting between them and a Senior Leader in the College. At this meeting, the person will be asked if images have been placed online and given the opportunity to account for their actions.
3. The College may decide that further investigation is required and will complete this investigation promptly and professionally.
4. In order to secure the safety and wellbeing of students in the meantime, it may be necessary to withdraw the accused person's permission to enter the school site, especially where it is likely that the accused person has broken the bond of trust and shown disregard for the safety of the students. Any such ban will be instigated by the Head Teacher for the minimum necessary time to complete the investigation. The affected person will have this confirmed in writing and arrangements to secure their own child's safety in the meantime will be made. Any parent banned from the school site can appeal to the Governing Board if they feel that this has been done unjustly or not in accordance with this policy. The Chair of Governors' decision is final.
5. Where the Head Teacher is satisfied that, on the balance of probability, the accused person has breached the policy and therefore acted 'unreasonably' they may take the following steps:
  - Warn the person about their actions, verbally or in writing
  - Require them to sign an undertaking not to do so again
  - Ban them from taking images at College events, temporarily or permanently
  - Ban them from attending College events, temporarily or permanently,
  - Ban the person from the College site, temporarily or permanently
6. Any person can appeal to the Governing Board against a decision made against them by the Head Teacher if they believe it to be unjust or not in accordance with this policy. The Chair of Governors' decision is final.
7. Any action taken by the Head Teacher towards a family member who has breached this policy does not affect the rights to an education of their own children. All necessary steps will be taken to ensure that any impact on a child is removed or minimised as much as possible under the circumstances.



By signing the home school agreement, parents/carers agree to abide by the College's policy on photographing students in order that they can preserve the memories of their child(ren)'s education while working as a community to protect our vulnerable students. Parents agree to undertake to have regard for the safety of all the students in our College and will report to a Senior Leader if they see anything that they consider breaches this policy. Parents signing the home school agreement understand that individual parents are unlikely to have all the facts about vulnerable children and recognise the College's responsibility towards them. Parents/carers agree to recognise that this type of arrangement creates a bond of trust between the College and parents and that breaking it can have serious consequences for the home College relationship, the safety of students and the wider College community who wish to legitimately photograph their children at College. By signing the home school agreement, parents/carers agree to not place images of students involved in College activities online and understand that if they do they will be subject to the procedures outlined above in order to secure and guarantee the safety of other students in the College. By signing the home school agreement, parents/carers also accept responsibility for any person they bring into the College as a guest, abiding by this policy also.

**By signing the home school agreement, parents and carers indicate their agreement to this policy when they join the school.**

# Data Protection Information

Kemnal Technology College processes personal data about its students and is a “data controller” in respect of this for the purposes of the Data Protection Act 1998. Below is some information about how this information is used.

Data used may include contact details, national curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

This data may only be used or passed on for specific purposes allowed by law. From time to time, the College is required to pass on some of this data to Local Authorities; the Department for Education (DFE); and to agencies that are prescribed by law, Ofsted; Skills Funding Agency (SFA); the Department of Health (DH); Primary Care Trusts (PCT); organisations that require access to data in the Learner Registration System as part of the MIAP (Managing Information Across Partners) programme; and Prospects. All these are data controllers in respect of the data they receive and are subject to the same legal constraints in how they deal with the data.

Students, as data subjects, have certain rights under the Data Protection Act, including a general right to be given access to personal data held about them by any data controller. The presumption is that by the age of 13, children have sufficient maturity to understand their rights and to make an access request themselves if they wish. A parent would normally be expected to make a request on a child’s behalf if the child is younger.

If you wish to access your personal data, or that of your child, then please contact the relevant organisation in writing, or for those students/parents where this is not practical, a hard copy can be obtained from the College on 020 8300 7112.

For students of 13 years and over, the College is legally required to pass on certain information to Connexions services providers on request. Prospects, the government's support service for all young people aged 13 to 19 in England. This information includes the name and address of the student and parent and any further information relevant to the Prospects services’ role. However, parents or the students themselves, if aged 16 or over, can ask that no information beyond name and address (for student and parent) be passed on to Prospects. If, as a parent, or as a student aged 16 or over, you wish to opt-out and do not want Prospects to receive from the College information beyond name and address, then please contact the College.

## Kemnal Technology College processes data to:

- support its students’ teaching and learning;
- monitor and report on their progress;
- provide appropriate pastoral care, and
- assess how well the College as a *whole is doing*.



# Relationship and Sex Education

Relationship and Sex Education (RSE) is a vital part of the curriculum. Read below to find out more about what this includes and why it is important for our young people.

## What is Relationship and Sex Education?

The aim of RSE is to give young people the information they need to help them develop healthy, nurturing relationships of all kinds. It should enable them to know what a healthy relationship looks like and what makes a good friend, a good colleague and successful partnership all in order to support their wellbeing. Students are also supported to understand human sexuality, to respect themselves and others while developing knowledge about choice, consent and safer sex to ensure that young people are equipped to make safe, informed and healthy choices. Effective RSE does not encourage early sexual experimentation. It teaches the facts and the law about sex, sexuality, sexual health and gender identity in an age-appropriate and inclusive way.

For more detail on the secondary outcomes of RSE, parents and carers should access the [DFE website](#).

## How is it delivered?

RSE is delivered through the statutory requirements of the National Curriculum Science orders and the framework of Personal, Social and Health Education (PSHE). This may be enhanced by visitors from external agencies to deliver specialist support. Additionally, aspects of RSE may arise informally in other subjects as a result of discussions on literary texts, media, or social and moral behaviour. All relationship education is always done in a carefully planned and age appropriate way.

## Can I withdraw my child?

Relationships and Sex Education (RSE) is compulsory for all pupils receiving secondary education however Parents/Carers have the right to withdraw their child from the non-statutory provision for SRE. Applications to do so should be made in writing to the Headteacher.



**GROWING HEARTS,  
INSPIRING MINDS**